



# TOWN OF ULYSSES

## PLANNING AND ZONING DEPARTMENT

### STAFF MEMO

**TO:** Planning Board  
**FROM:** Niels Tygesen, Planner  
**DATE:** July 7, 2023  
**MEETING DATE:** July 18, 2023  
**SUBJECT:** Sketch Plat Review Washburn 2 Lot  
Land Division

**PROJECT NUMBER:** MNSUB2306-01  
**PROJECT ADDRESS:** 2141 Kraft Road  
**PARCEL NUMBER:** 26.-1-6.22  
**ZONING:** A/R: Agricultural/Rural Zone

### INTRODUCTION

The applicant and property owner, Heather and Mark Washburn, applied for a minor subdivision for the subject site to subdivide the existing 89.343 acre lot into two lots; 'Parcel 1', approximately 59.345 acres, and 'Parcel 2', approximately 30 acres. The A/R zone requires a minimum lot area of 2 acres, 200 feet of lot depth, and 400 feet of lot width at the front property line per Ulysses Town Code ([UTC 212-29](#)). Flag lots are permitted in the A/R zone per [UTC 212-29.M](#) subject to the standards listed in [UTC 212-130](#). The proposal is considered an unlisted action under SEQRA for which the Board will act as the lead agency.

### PROCESS

Per [UTC 212-142.B.1](#), the initial step in a land division process is to determine the classification type of the proposal through sketch plat review. During this review, the Board should review the proposal in respect to state and local laws and regulations, and provide comments and general recommendations as to any adjustment needed to satisfy the objectives of the regulations. To comply with [CLNY 62.16.276.6.d.i](#), the Board should schedule a public hearing for the proposal.

### REQUEST TO THE PLANNING BOARD

Review the information in this memo and the proposed sketch plat; review the land division general requirements listed in [UTC 212-140.A.2](#), [212-140.A.5](#), and [212-142.10](#); review [CLNY 62.16.277](#) as applicable; review the regulations pertaining the A/R zone listed in [UTC 212 Article V](#); review the Subdivision Review Checklist; create a checklist of additional items the Board will require if any from the applicant in order to facilitate its deliberations; and discuss timelines for a public hearing.

### EXHIBITS

[Exhibit A: Application Submission](#)

[Exhibit B: Town of Ulysses Zoning Code Sections](#)

[Exhibit C: Consolidated Laws of New York Sections](#)

[Exhibit D: Subdivision Review Checklist](#)